

Risk Assessment Overview

Details

School: Avanti Park School

Department: Whole School

Risk Assessment Title:

General Risk Assessment – Coronavirus COVID 19

Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.

Version 1 – 15/05/20

Who is at Risk?

People at Direct Risk:

Staff, Pupils and Visitors

Other People Who Could be Affected:

Parents

Summary of Risk

What is your assessment of the risk before the ACTION PLAN is completed?:

High risk

Medium risk

Low risk

What will the level of risk be after the ACTION PLAN is completed?:

High risk

Medium risk

Low risk

Note: if the risk is still classified as ‘High’, even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	Schools "Sickness Policies" updated to ensure that staff and pupils that are displaying symptoms of COVID 19 are excluded from the school site for at least 7 days or until they are symptom free or confirmed to be COVID 19 free by testing. <i>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	Y <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	"Covid" Policy in place specifically and circulated to all staff. Repeated messages around symptoms and actions. Message to all staff before week Comm 1 June (AA/SC)	Y
		Schools "Sickness Policies" updated to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 14 days. <i>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	Y <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Parents, staff and students given age appropriate guidance and Parents/carers sign agreement (AA/SC)	Y
		Update the school's "Contractor Management Policy" to ensure that it covers how requirements for contractors attending the school site are symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.	Y <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	We do not have a Contractor Management Policy – but a Risk Assessment for Contractors on site which is updated for Covid	Y
		Communicate the updated school Sickness Policies to Parents and Staff	Y <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	As above – repeat message to parents whose children are coming in 15th June onwards. Identify any new students who are coming in after week 1 and issue the same guidance and agreement (AA/SC)	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with Individuals who are unwell with COVID 19 – General Cont'	Direct transmission of the virus to well individuals Cont'	Communicate the updated “Contractor Management Policy” with existing contractors and for new contractors as required.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The updated Contractor risk assessment will be issued if needed. No contractors booked in.	Y
		Develop new Visitor and Contractor arrangements for the school. Visitors are only allowed to attend the site and meet school staff by prior appointment or by good reason (delivery drivers). Otherwise they will be asked to leave the site.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place - Pack to be sent to all staff containing instructions (AA/SC)	Y
		All visitors and contractors who will access the school beyond reception will be asked to complete a medical questionnaire and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SC)	Y
		Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place (SC)	Y
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	Staff or pupils that develop unconfirmed symptoms whilst on the school shall be placed in isolation away from staff or their cohort group as soon as practicable.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is in our protocols – All staff awareness – part of communication to staff in pack (AA/SC)	Y
		For children, normal safeguarding measures remain in force, and they should be supervised in an appropriate manner by a member of staff maintaining a distance of at least 2m.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	For younger children where direct supervision is required then the attending member of staff shall be provided with appropriate PPE, including gloves, disposable apron and appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have instructions on PPE requirements as part of their pack All PPE ordered centrally and locally. Deliveries still to come in for some items (EJ/DJ)	Y
		Parents should be contacted, and the child / young person collected as soon as practicable.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repeat message to all staff in pack Business Support staff are aware of process and rooms to be used. Urgency of collection to be reiterated to parents. We are not diagnosing – just observing unconfirmed symptoms (AA/SC)	Y
		If a bathroom is required for the isolated person – they shall use a separate bathroom to other people if possible. If not, the bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff aware of protocol if dealing with student with unconfirmed symptoms. Included in pack (SC)	Y
		School should encourage the parents to have the child/young person tested.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is written in to the process and circulated as above (SC)	Y
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing.	Direct transmission of the virus to well individuals.	If the unwell person tests positive, then the child's class or group should be sent home and advised to self-isolate for 14 days. Appropriate procedures in place to contact parents promptly? Liaison with Public Health England is to be expected.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written into procedure and send to all staff in pack and parents before 15 th June (AA/SC)	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing. Cont'	Direct transmission of the virus to well individuals.	In the event of a positive test the school should ensure that the classroom and resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with COVID 19: cleaning in a non-healthcare setting.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"Cleaning in a non-healthcare setting" document given to cleaners in case of identification. The detailed actions are known and will be actioned as required (EJ)	Y
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning team rota for day time availability in place (EJ)	Y
Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign "Catch it, Kill it, Bin it". This should be repeated frequently.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be given guidance. Posters across school (ordered, delivery w/c 1 June) Staff to repeat and educate children at appropriate ages (Phase leads to devolve)	Y
		Teaching staff to supervise children and tell them to use a tissue or the crook of their arm if they want to sneeze or cough.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above (Phase leads to devolve) Included in Yr 6 "Key Points" letter to parents, sent prior to 15 th June.	Y
		Appropriate signage to be placed on display in all rooms, offices, corridors etc.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters and signs ordered, delivered w/c 1 June (EJ)	Y
		A supply of tissues and appropriate wastepaper bin to be present in all rooms that are in use at the school. Bin to be emptied daily.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tissues arrived bins on order EJ	Y
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above (Phase leads to devolve) Implemented in Yr 6 guidelines	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	The guidance provided by Public Health England does not recommend the use of face coverings for general use in education settings unless for specific reasons as detailed in other areas of this risk assessment. If concerns exist with staff or parents, then the school should conduct a separate risk assessment and develop appropriate procedures.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are allowed to wear facemasks at their own discretion. Staff advised to discard their PPE, which they might have worn on public transport in order to reach the school, safely outside the school before entering the premises. Once on site, new PPE is worn and, after use, discarded safely in the designated bins. Specific RA's for individual students and for individual circumstances will show that masks should be used at certain times – (RA's - LM) PPE for actions following identity of symptoms dealt with above	Y
Direct contact with virus particles from hand contact surfaces. Personal Hygiene	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	Staff are reminded to wash their hands on a frequent and regular basis using the approved "20 second" method.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remind staff in guidance above - (SC) Posters around school on order, due in w/c 1 June	Y
		Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands using the approved "20 second" method on a frequent basis. It is suggested at least as follows: <ul style="list-style-type: none"> - On arrival at school - After visiting the toilet - Returning the classroom after breaks - Before lunch time Any other time deemed necessary by the supervising staff.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guidance from Phase leads distributed to all staff. Sinks and soap in every class for supervision. Year 6 have 3 toilet sinks and one class sink Each KG bubble has a toilet area with 2/4 sinks and a sink in the kitchen area of the classroom	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters across school on order. Due w/c 1 June Part of Phase leads 'pack'	Y
Direct contact with virus particles from hand contact surfaces. Personal Hygiene. Cont'	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	School to undertake the assessment of the ratio of wash hand basins to number of children present to facilitate frequent handwashing. Take appropriate action to increase number of wash hand basins if required.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Year 6 have 3 toilet sinks and one class sink Each KG bubble has a toilet area with 2/4 sinks and a sink in the kitchen area of the classroom	Y
		Supplies of hand sanitizer gel should be provided in all rooms in use to allow children and staff to use them as required to reduce the frequency of hand washing.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Place	Y
		Consider providing all staff with their own individual supply of appropriate hand sanitizer gel.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One in every class room and at each entrance to buildings	Y
		Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters ordered – waiting for delivery w/c 1 June	Y
Social Contact on site - Staff	Direct transmission of virus from carriers to well individuals	School to identify staff that can work at home and allow them to do so if possible, to reduce the number of people on site.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed by Phase leads including for 15 th June onwards	Y
		School to identify any staff that are classified as being clinically extremely vulnerable and required to be shielded and inform them they are not to work at the school. Other tasks may be identified for them to do at home. Seek advice if required.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Request gone out from HR for all staff to complete (HR). Those identified are given work at home	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	School to identify the staff that are classified as clinically vulnerable due to pre-existing conditions they should work from home. If this is not possible then an individual risk assessment is required.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Request gone out from HR for all staff to complete (HR). This has been given to school and those identified are given work at home duties.	Y
		Staff that live with somebody who is in the clinically extremely vulnerable class, are allowed to work from home.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Request gone out from HR for all staff to complete (HR). This has been given to school and those identified are given work at home duties.	Y
		Teaching staff including Teaching Assistants – to be on site only when required to teach their class or conduct supervisory duties. School to adopt a more flexible approach to allowing PPA and marking to be done at home.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place – Phase leads	Y
		School timetable to be organised to allow flexible working where possible to prevent staff travelling backwards and forwards to school in a single day.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place – Phase leads	Y
		The staff room and facilities to be re-organised to allow 2 m social distancing or limit numbers of staff that can be present.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff limits are in place due to limited number on site – After 1 st /8 th June staff to only go to staff room in limited times. Signs to go up to limit to 3 at a time – furniture to be spread (EJ)	Y
		Staff not allowed to share resources/ materials or equipment within the staff room. Staff to be encouraged to bring in their own mugs, tea, coffee etc.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will be working in their bubbles and so resources will not be shared. All staff to be instructed in their packs to only use their own mug (SC)	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	Staff briefings and meetings to be suspended or conducted via an online platform to avoid unnecessary gatherings on the school site which may compromise social distancing rules.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	Y
Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	School to identify the children within the groups of children returning to school which are classified as being clinically extremely vulnerable and continue to support them being at home.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place. Where vulnerability around student and home is identified RA to be completed for access to school (LM)	Y
		School to identify the children classified as being clinically vulnerable. For this group Parents must seek specialist medical advice that it is safe for them to return to the school setting.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place. Where vulnerability around student and home is identified RA to be completed for access to school (LM)	Y
		Children that live in a household with somebody who is categorised as being clinically extremely vulnerable should be identified and only allowed at school if stringent social distancing can be adhered to otherwise measures shall be put in place to support them learning at home. A separate risk assessment may be required.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place. Where vulnerability around student and home is identified RA to be completed for access to school (LM)	Y
		The school has identified the number of children in each year group allowed to return and then allocated them to groups of no more than 15.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on site – Children/Young people Classrooms.	Direct transmission of virus from carriers to well individuals	The school has assessed that identified classrooms for each allocated group has the space to allow adequate social distancing and has the facilities and equipment to meet the needs of the year group concerned. Consider Early Years children having to be taught in classrooms for older children.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place for Yr 6 EY's – See attached planning document for full details for early years EY Planning Document	Y
		Relocate spare “early years” furniture into other classrooms to allow the age groups to be more comfortable. (Conduct a Manual handling Risk Assessment if needed.)	<input type="checkbox"/>	<input type="checkbox"/>	Y <input type="checkbox"/>	N/A	Y
		Where schools have a larger number of groups of children than the number of classrooms or rooms available for teaching. Seek advice from your LA or Trust. <i>Guidance suggests schools should prioritise children from priority groups and children in younger year groups.</i>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numbers are not an issue at the moment and are not forecast to be	Y
		In the identified classrooms the following is to occur: <ul style="list-style-type: none"> - Remove from use excess seating. - Re-organise desks in the space to allow 2m social distancing between pupils. - Remove soft toys and furnishings that cannot be easily hygienically sanitised. - Remove any hard toys that are complex and difficult to clean. 	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All this to be completed at ‘half term’ and the following week. By Friday 5th June (S-JR & FD /EJ)	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on site – Children/Young people Classrooms. Cont.	Direct transmission of virus from carriers to well individuals	Children must stay within their identified group for the majority of the time. Children must not be allowed to change groups unless for exceptional reasons.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads know this and have included in planning	Y
		Staff must stay with their class group throughout the day where practicable.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads know this and have included in planning	Y
Social Contact on site – Children/Young people Playgrounds	Direct transmission of virus from carriers to well individuals	Stagger break / playtimes / use of outdoor spaces so that different groups are not using the space at the same time where space is limited.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads know this and have included in planning	Y
		For schools, where there is a larger amount of outdoor space that can be easily and clearly segregated, different groups can be allocated to specific areas. 2m exclusion zones shall be in place between areas to allow social distancing. If there is no fencing or physical barrier then this will need to be supervised by staff.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads know this and have included in planning – KG's are staggered for outside time. Yr 6 are in a separate area	Y
		Outdoor play equipment, including climbing frames etc will not be used unless the equipment can be demonstrated that it can be cleaned effectively between groups of children using it.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Play frame- Do not use – the nature of the materials mean that it cannot be cleaned. Tape off area	Y
		Sufficient staff should be present to supervise the children and ensure that they are maintaining social distancing as far as reasonably practicable and practising good personal hygiene e.g. not touching their face or eyes.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 adults at all times with larger groups. Smaller groups will have 1 adult per normal ratios	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Use of small outdoor equipment such as buckets, spades etc in EY should be limited to each bubble and not shared across groups. It should be cleaned after each use. Within these parameters and outdoors children should be able to use the sandpit in the EY garden	Y			EY Phase lead to develop system and distribute rota and equipment to each group – Included in EY planning document	Y
Social Contact on site – Children/Young people Playgrounds Cont'	Direct transmission of virus from carriers to well individuals	For younger children, introduce more structured play, by using games which promote social distancing instead of allowing “free” play.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EY Phase lead to develop and distribute - Included in EY planning document	Y
Social Contact on Site - General	Direct transmission of virus from carriers to well individuals	Where possible implement one-way systems in and out of buildings to reduce mixing of people and children. Have a plan to show routes.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans in place and signs on order Due w/c 1 June	Y
		Where possible classrooms should be accessed from the outside at all times as long as this situation can fit with the drop off and collection procedures for the school.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is possible as all rooms planned have direct to outside doors. If further classes come in, we will need to identify appropriate rooms but they will have outside doors	Y
		Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to implement a “walk on the left” protocol.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Due to buildings structure and rooms to be used, there are very few areas that cannot be one way routes. . (Copier and staff room corridor are 2 way routes but with very low traffic)	Y
Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	Ensure that the drop off times for various year groups or class groups are staggered to reduce the number of people trying to access the school at one time.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads know this and have included in planning	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Families should be informed that children should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads know this and have included in planning letters to parents – reiterate in message as we approach 15th (SC)	Y
Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	Develop an appropriate “drop off” protocol which will allow children to be dropped off at a secure point and then taken into the school by a member of staff. Any protocol should be age appropriate. Older children can be allowed to access the school independently as long as social distancing measures can be adhered to.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads know this and have included in planning Letters to parents – reiterate in message as we approach 15th Different entrances for different year groups. Staggered keyworker pupil entry times to avoid overlap with KG “drop off”.	Y
		Assess the school site and identify where appropriate signage and marking designating 2m social distancing can be placed to allow parents / guardians to drop off their children in a controlled manner.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assessment complete – signs and lines on order Due w/c 1 June	Y
		Identify a one-way flow for any drop off system.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For Yr 6 this is easy as space allows flow on pavements around the car park. KG have a single gate entrance and so adults will need to follow a segregated flow	Y
Social Contact - Collection	Direct transmission of virus from carriers to well individuals	Children should be collected by an identified member of their household only.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads know this and have included in planning and letters to parents. Note ‘Household’ precludes normal permissions	Y
		Stagger collection times to manage the collection process as much as reasonably practicable.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads know this and have included in planning and letters to parents	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Develop an appropriate collection protocol that takes into account any appropriate age considerations, safeguarding procedures and social distancing requirements.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agreed. KG is okay as handing back to parent Yr 6 teachers/TA and parents/pupils have been given written instructions	Y
Social Contact - Collection	Direct transmission of virus from carriers to well individuals	Communicate with the families that they should not be congregating in large groups outside of the school gates or at the collection points. Social distancing must be adhered to if possible.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is in messages going out (SC)	Y
Social Contact. Drop Off and Collection	Direct transmission of virus from carriers to well individuals	Review and assess both the drop off and collection protocols on a daily basis. Take appropriate action to make changes and communicate with all interested parties.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AA to review with Phase leads at 2pm each day and inform of any issues or changes. Changes to be communicated at the end of the day (SC)	Y
Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Increase the lunch time period to allow effective staggering of the lunch timings for different class groups.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Due to limited numbers and 1pm finish this is not required. KS1 FSM to be packed lunches	Y
		To maintain social distancing between groups capacity of the dining hall will need to be reduced. Create a layout plan which details the seating arrangements to be put in place.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Due to limited this already exists. Tables set up and layout agreed for Keyworker/EHCP only (EJ)	Y
		Class groups should be brought in one group at a time and either allowed to sit in their designated area to eat their packed lunch or join a supervised queue.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited number –key worker/EHCP only. Separate areas in large hall as above	Y
		Work with the School Caterers to determine how food can be served in a socially distanced manner.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Dining tables and chairs as well as other hard surfaces will need wiping using an appropriate sanitiser between classes. <i>COVID 19: cleaning of non-healthcare settings.</i>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be done by cleaner after lunch – (EJ)	Y
Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Supervise the dining hall appropriately to prevent children from sharing food or utensils whilst eating.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff aware and numbers are low.	Y
		Food provision and service should be changed to prevent the need of open salad bars, self service foods, shared condiments and sauces. Individual servings should be provided.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	Y
		Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service to reduce over transmission risks.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Caterers informed – not to leave cutlery in containers. All else in place (EJ)	Y
		Children should wash their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers informed and is part of routine above. Hand gel at entrances to hall	Y
		Children on packed lunches should be provided with hand sanitiser gel.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above – any packed lunches will eat with other students	Y
Social Contact School hall / Assemblies	Direct transmission of virus from carriers to well individuals	School assemblies should no longer occur, investigate the use of online technology e.g. Teams or Zoom to hold an assembly whilst the children are in their classrooms.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place	Y
Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	PE for mixed classes are not to occur. In large facilities two groups can use the same facility. Risk assess the space available	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place as there are no mixed groups in school	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Sports hall should be used at half capacity for sports that do not promote contact between individuals. Preferably for single class groups.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place – one class in only and pe lessons will be outside as much as possible	Y
Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	PE Department / PE leads to develop appropriate sports / PE lesson plans.	<input type="checkbox"/>	<input type="checkbox"/>	Y <input type="checkbox"/>	N/A	Y
		Outdoor PE lessons are preferred to reduce the risk of transmission.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited PE lessons and can be outdoors weather permitting	Y
		Sports equipment should not be shared unless they are able to be effectively cleaned between uses / classes.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate cleaning spray and disposable wipes are available in locked cupboard. Teacher responsible for lesson to spray and wipe equipment as taken out and also returned. On site cleaner available to support if required. if any equipment is used it is never shared.	Y
		For older pupils that would require a changing room, consider allowing the children to arrive at school wearing appropriate sports kit that would be worn for the remainder of the day to avoid the need for changing.	<input type="checkbox"/>	<input type="checkbox"/>	Y <input type="checkbox"/>	Not planned	Y
		Assess the current changing facilities, to determine if they are large enough to maintain a 2m social distance for a maximum of 15 pupils at a time	<input type="checkbox"/>	<input type="checkbox"/>	Y <input type="checkbox"/>	Not planned	Y
Social Contact: Teaching	Direct transmission of virus from carriers to well individuals	All teachers to review their lesson plans or schemes of work to ensure they can meet the needs of social distancing and reduce the risk of disease transmission.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads working with teachers	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Shared resources are prohibited at Yr 6 and Yr 10 Children to be provided with individual resources where appropriate. EY – due to age of children will have limited items that will be shared within the bubble and regularly cleaned during the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implemented at Yr 6 EY – Cleaning spray and disposable cloths available in each bubble. Part of EY planning document	Y
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	School has a copy of “COVID 19: cleaning of non-healthcare settings” guidance for reference.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes – and circulated to cleaners	Y
Contact with virus particles on surfaces: Effective cleaning.	indirect transmission of virus from carriers to well individuals	If, contract cleaners are employed discuss the requirements for a new cleaning regime at the school based on the guidance. A new service level agreement will be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	Y
		If the school employs their own cleaners, discussions will be required to determine changed working patterns throughout the day to meet the requirements of the above guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting held June 1 st to set out schedules, training and regime Confirmation of classes and materials left in by end of June 4 th . Procedure and scope shared on issue(EJ)	Y
		All school cleaning staff will need appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting held 1 st June to set out schedules, training and regime (EJ)	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	The schools cleaning regime shall be as follows: <ul style="list-style-type: none"> Each room that is in use shall receive a deep clean once per day. Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use. Each room in use shall have its high use hard surfaces cleaned frequently. Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g. after each break. 	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting held 1 st June to set out schedules, training and regime (EJ)	Y
		School to identify high risk areas of the school buildings which may require higher frequencies of cleaning.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance area and office are higher risk with numbers and through put	Y
		Identify the staff responsible to conduct the cleaning in certain situations. Employ additional staff if required.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rota system will be in place for day time cleaning. Meeting held 1 st June to set out schedules, training and regime (EJ)	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	Complete a cleaning schedule specific to each area of the school to detail: <ul style="list-style-type: none"> • What is to be cleaned, • What chemicals are to be used, • The frequency of cleaning, • Who is to undertake the cleaning, • Method of cleaning, • Safety precautions to be taken. 	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting held 1 st June to set out schedules, training and regime (EJ)	Y
		Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EJ to list and cleaners to keep topped up/replaced from central stores. Regular checks by cleaners during the day	Y
		Ensure that up to date MSDS sheets are present for the chemicals in use at the school.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All products have MSDS – get copies of these and put into all classes to be used	Y
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Products already in use	Y
		Cleaning staff are required to wear disposable aprons and gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aprons on order. Gloves in stock. Cleaners trained re disposal. Will identify a bin for 72 hour storage and swap bins mid week for collection. Colour code and lock bins to help identify correct bin for use.	Y
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health England health Protection team on this matter if required.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning in education setting document follows procedure if virus is present	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		<p>Hard surface deep cleaning should be conducted using disposable cloths, mopheads or paper towels using a suitable method:</p> <ul style="list-style-type: none"> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine <p>or</p> <ul style="list-style-type: none"> a household detergent followed by disinfection (1000 ppm av.cl.). <p>Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. Ensure the school has adequate supplies of the above equipment and chemicals.</p>	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting held 1 st June to set out schedules, training and regime (EJ) Additional supplies identified and ordered	Y
		Used equipment shall be double bagged, stored for 72 hours securely and then disposed of in general waste.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bin details as above	Y
Contact with virus particles on surfaces: Effective cleaning.	In Direct transmission of virus from carriers to well individuals	Assess there is sufficient waste storage space to securely store any increase in waste generated.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Due to low student numbers balanced against increased waste we are okay – review on 19 th June	Y
Contact with virus particles on surfaces: Toilet facilities / handwashing.	In Direct transmission of virus from carriers to well individuals	All toilet facilities shall be cleaned and disinfected on a basis as detailed above.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting held 1 st June to set out schedules, training and regime (EJ)	Y
		Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EY Planning document Implemented at Yr 6	Y

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Provisions in place to monitor younger children using the toilet facilities to ensure social distancing.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase leads add details to Teachers instructions (S-JR)	Y
		Ensure that all wash hand basins within the school are checked frequently to ensure they are provided with, warm water, soap, hygienic method to dry hands and appropriate sanitizer gel. Replace as frequently as necessary.	Y <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaner in during day to check toilets as part of routine	Y

NB. The above risk assessment has been devised using the following guidance:

- Coronavirus (COVID -19): implementing protective measures in education and childcare settings.
- Supporting vulnerable children and young people during the coronavirus (COVID – 19) outbreak.
- COVID-19: cleaning of non-healthcare settings
- COVID-19: guidance for households with possible coronavirus infection
- COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
- COVID 19: Staying Alert and safe (social distancing)

This risk assessment has been produced as a generic template for Schools to follow to give them a start on ensuring they are meeting the recommendations held in the guidance documents given above. This risk assessment does not take into account any specific circumstances found at your school which may mean you will have difficulty meeting the recommendations. It is important that you identify these “hazards” and conduct a specific risk assessment to identify the management controls required at your school.

These specific hazards can be added to this risk assessment. You are free to use this risk assessment how you see fit and make the appropriate alterations necessary to your school.

This risk assessment will remain under review by Safety MARK to address any changes in Government / Public Health England advice. Updated risk assessments will be created and added to the Resource Library you have access to as soon as practicable.

Sign Off Sheet

Assessor Details:

Assessor(s) name:	Assessor(s) signature:	Date: 5 June 2020
--------------------------	-------------------------------	---------------------------------

School safety co-ordinator to sign below to accept the assessment

School safety co-ordinator's name:	School safety co-ordinator's signature:	Date: 5 June 2020
---	--	---------------------------------

A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above

Date of review:	Reviewed by (Name):	Comments: